

MSDP



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DISTRICT DEPUTY DIRECTOR**

SALARY: **\$7125 - \$7858**

LOCATION: **DISTRICT 8 – PROGRAM/PROJECT MANAGEMENT**

FINAL FILING DATE: **DECEMBER 28, 2004**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director, the District Deputy Director is responsible for the management, policy development, direction and coordination of the operations for the Program/Project Management Division. These functions include Project Management, Project Management Support, Program Management and Capital Outlay Management Support. Responsibilities include, but are not limited to:

- Plans, organizes, directs, monitors and evaluates the business activities of the Program/Project Management Division in District 8. Provides policy and administrative direction to staff in Project Management, Program Management and Project Management Support to ensure the effective use of resources and the attainment of project goals. Develops the goals, objectives and priorities of the Division.
- Represents the District in making decisions for the resolution of highly technical or politically sensitive problems, interagency and public relations issues. Collaborates with the cities,

counties and Regional Transportation Planning Agencies to determine project priorities, scope, costs, schedules and funding plans.

- Manages the Capital Program projects, priorities and resources for the District. Collaborates with Deputy District Directors in other capital functions such as Right of Way, Construction, Project Development and Environmental. Manages and approves the use of contracting out resources for project work. Negotiates and approves brokering work for capital-related positions to account for imbalances between workload and available staff in the District.
- Participates as a member of the District Director's executive staff (consisting of the District Director and Deputy District Directors) in developing district policy recommendations on program development and improvement, resources, staffing and program emphasis. Participates in the development of statewide technical policies and procedures by providing expert advice and input.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

Experience: Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in organizing and managing a function.

- Demonstrated ability to work cooperatively and build partnerships internally among Caltrans' corporate and district management as well as with Caltrans' external customers, including city and county staff, the Federal Highway Administration, regional transportation planning agencies and elected officials.
- Demonstrated ability to provide district leadership to standardize and streamline operation.
- Demonstrated expertise in project management principles and processes.
- Demonstrated commitment to team based project delivery within the District Capital Program and within all project delivery activities and to deliver the Capital Program on time and within budget.
- Demonstrated ability to determine acceptable levels of risk and act accordingly.
- Demonstrated willingness to examine existing policy and seek new and more efficient ways of conducting business; embrace continuous improvement.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **December 28, 2004**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Division of Program/Project Management
ATTN: Karen Jessen
464 W. Fourth Street
San Bernardino, CA 92401**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Judy Rodriguez, MSDP Analyst at (916) 227-2139/Calnet 8-498-2139.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.